

**Highwood Public Library Board of Trustees Meeting
May 16, 2011**

Present—Trustees: Alison Aldrich, Jaime Barraza, Mark Frye, Laurie Lenzini, Nora Loredo, Catherine Regalado; Anthony Molaro, Director; Susan Niles, office manager; Kay Kelly, Building and Grounds committee; Marianne Gizzi, visitor
Absent: Bertha Chavez
Lucy Hospodarsky arrived at 8:21 pm.

Meeting called to order at 7:07 pm.

The president welcomed Ms. Loredo to her first board meeting after appointment.

Public Comments

There were no comments from the public. Ms. Regalado reviewed comments from the Suggestion Box and email box. Some comments were addressed: Mr. Molaro is working to open on Fridays; Wolf Team has been added to computers; it will be considered next meeting to allow Facebook, You Tube access on children's computers.

President's Report

- Ms. Aldrich will formally introduce Mr. Molaro to the city council on May 17th during public comments, hopefully around 7:30 pm.
- Ms. Aldrich will reach out to Ms. Melichar, architect, regarding renovations.
- Ms. Aldrich appointed Ms. Loredo as Treasurer. The current Finance committee is Ms. Loredo, Ms. Aldrich, and Mr. Molaro. Mr. Barraza pointed out that current bylaws state president is ex officio member of all committees. Nothing specifies that president can't chair committee also. Bylaw language may need to be changed to allow president to vote in committee.
- Ms. Aldrich will check on current status of city council liaison and possibly ask for new liaison.
- Director job description will be finalized in next week, and also process for performance review; personnel committee is handling.
- Next meeting (committees) will be shifted to 6/7 because 6/6 is Northwood graduation.
- Building and Grounds committee has not met. Ms. Kelly asked about knowledgeable tradespeople joining committee. Ms. Loredo asked about recruiting through church bulletin. B&G committee is for sprucing up/day-to-day maintenance and Renovation committee is separate. The president appointed Ms. Loredo and Ms. Lenzini to the Building and Grounds committee. Tradespeople couldn't formally serve on committee or it would disqualify work bidding, but they can offer advice.
- Personnel committee: Aldrich, Lenzini, Hospodarsky will meet 6/7.
- Renovation: Barraza, Aldrich will meet earlier.
- Fundraising: will meet 6/7.
- Policy: Frye, Regalado, Mills will meet a different time.
- Building and Grounds: Kelly, Loredo, Lenzini will meet a different time
- Technology: Barraza, Frye, Regalado will meet 6/7.

- June 20th regular meeting will be annual report and goal setting. Standing committees will set objectives for the year and review of what has been done. These reports could be presented to the city proactively. Mr. Molaro pointed out we should aspire to a published annual report for the public/website.
- Nominations and elections for officers are also at the June meeting. There was discussion of other ways to fulfill President duties or better use VP. There should also be training in place for officers.
- The board discussed strategic planning, which typically involves board, director, staff, and public. Is this the job of executive officers, new model of full time director, workgroup?
- Fundraising/grant writing needed.

Ms. Hospodarsky arrived at 8:21 pm

Secretary's Report

The board reviewed the minutes from the previous meeting. Mr. Frye moved to approve the minutes of the April 18, 2011 regular meeting. Ms. Hospodarsky seconded, Mr. Barraza, Mr. Frye, and Ms. Loredo abstained, and the motion carried. Ms. Lenzini moved to approve the minutes of the May 2, 2011 committee of the whole meeting. Mr. Frye seconded, Ms. Loredo abstained, and the motion carried.

Communication

Mr. Molaro sent a letter to the mayor and city council requesting pass-through payment from Lake County of taxes due the library.

Financial Report

Ms. Niles presented the financial report and details.

- She noted very low interest rate on IL funds. Director and Ms. Niles will look into alternatives.
- City did not pay last tax payment by end of FY, so this will skew each current FY monthly report by \$40,000. With an accrual accounting system, may be able to move into past FY--Mr. Lolli will be consulted.
- Ms. Loredo asked about Petty Cash, which is not reimbursed on a regular basis.
- Programming expenses were discussed. \$25.00 bank fee for overnighting debit card will be reimbursed since it did not arrive overnight. Misc/PCs sales are unclassified on register tape.
- US Bank accounts were updated, will have co-signers, currently 11 different accounts.
- Book sales have been high. Ms. Kelly arranged for Better World Books to take 40 boxes of library discards. Non discards are being sold individually.
- Quickbooks training will not be needed after all as Kelly at city has been helpful.
- Financial report should be posted on website also.
- Mr. Molaro will spend \$500 on mixture of perennial and annual flowers from general account. City landscaped yard for free. Ms. Kelly and Mr. Molaro will do the plantings this year, maybe make it an event next year.
- Library is now accepting book donations.

Director's Report

- The board reviewed the director's written report and statistics.
- Plumber made repeated visits. Library does not have a shut off valve and city had to do this.
- There has been shifting and weeding of collection
- Summer reading program: Cold Blooded creatures event announced, and on website.
- Average age of collection is 1979 and director gave exceedingly outdated book examples. The reference collection is also very old, with most easily accessible online. Report shows 1/5 of collection never checked out since system started in 1997. Classics can be updated (new copy purchased). Will weed 10,000 volumes but add 10,000 over 5 year period. Note that DVDs take up less shelf space.
- Improving how we are buying books
- Various statistics just started being collected and will be provided monthly by director. They are important for grant writing. 501c3 status exists via state; 2 grants will be applied for quickly. Foundation will still be approved.
- The IPLAR draft was discussed. Property value was determined by insurance valuation. Some entry blanks cannot be N/A, but noted that there was attendance at children's events for programming, for example.

Committee Reports

None

Unfinished Business

Ms. Regalado moved to approve the Mission Statement as presented with the addition of the term innovative in the 2nd line. Ms. Hospodarsky seconded and the motion carried unanimously. The value statement will include focus on 'green'.

New Business

- Ms. Regalado moved and Ms. Aldrich seconded to approve the FY2011/2012 Board meeting dates calendar. The motion carried unanimously.
- Mr. Molaro and Ms. Regalado will look at minutes missing quorum.
- Policies were proposed for approval:
 - Ms. Regalado moved and Mr. Frye seconded to approve the Rated-R Movies policy (Materials Lending Policy policy). G and PG movies will be housed for children; PG13 and R will be adult.
 - Ms. Regalado moved to approve Library Card Registration Policy with deletion of line allowing card purchase for non-resident. We are known for having books available because we have a low fine threshold. Ms. Lenzini seconded and the motion approved unanimously.
 - Ms. Hospodarsky moved to approve Meeting via Electronic Means Policy, Mr. Frye seconded, and motion approved unanimously.
 - Ms. Regalado moved to approve the Library Customer Behavior and Conduct Policy with that change of title. Ms. Hospodarsky seconded and the motion carried unanimously.
 - Ms. Regalado moved to approve the WiFi Policy. Ms. Loreda seconded and the motion carried unanimously.

- Ms. Regalado moved to approve the Netbook Policy with text changes to follow WiFi Policy and to add foreign nation and military IDs with photo as acceptable IDs. Mr. Frye seconded and the motion passed unanimously.
- Ms. Regalado moved to approve the eReader Policy. Ms. Hospodarsky seconded. Ms. Lenzini asked about free content. Motion passed unanimously.
- The Historical Society will be purchasing a frame for the library's Piacenza painting.
- Division of responsibilities was discussed. Spending policies that are too restrictive could be brought by director to board for proposed change. Disposal approval should be by current or fair market value, with possible public notice if disposing of items over certain level. Policy committee will look into system.

Mr. Barraza moved to enter Executive Session to discuss personnel. Ms. Lenzini seconded and the motion carried.

Executive session entered at 9:39 pm.

The meeting was called back to order at 10:00 pm.

Ms. Aldrich moved and Mr. Barraza seconded to adjourn the meeting.

Meeting adjourned at 10:02 pm.